

Section E - Enrollment and Attendance Coding

E –101 Student Identification Number

A Personal Identification Number (PIN) shall be used to uniquely identify students upon entry into a Tennessee public school. In the event a student does not have a SSN or the parent or guardian does not wish to provide the SSN, the school system shall assign a unique number to be used for identification using the following numbering scheme:

9 + the 3-digit school system number + 00001 to 99999

This uniquely assigned PIN must remain with the student throughout his career in Tennessee public schools regardless of subsequent transfers within the school system or to other Tennessee school systems unless the actual SSN is provided.

E–102 Types of Enrollment

These types of enrollment should be used when students meet the following criteria:

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| E | Entering a Tennessee public school for the first time this school year and not having been enrolled in another state this school year (see E1) |
| | <u>Transferring from private, parochial or home schools and not having dropped out or enrolled in another Tennessee public school this year</u> |
| | Transferring from one year's file to another year's file in the same school |
| | Following the normal grade progression from one school to another school |
| E1 | Entering a Tennessee public school for the first time this school year and having been previously enrolled in a school in another state this school year (includes students that move to Tennessee during the summer) |
| TR | Entering this school for the first time this school year and having been previously enrolled |
| | (1) in another public school in Tennessee this school year or |
| | (2) in another public school in Tennessee on the 180 th day of the last school year, or |
| | (3) in another public school in Tennessee the previous year and moved during the summer |

Below are a few examples that may prove to be helpful.

1. Students entering kindergarten: If they are enrolling in school for the first time, should be coded as “E”.
2. This “E” code will not change for that student unless they move or change schools that are not in their normal grade progression.
3. The “E1” code should only be used for students who are coming from out of state who have not been enrolled in a Tennessee school anytime during the current school year.

If a school system has a grade configuration of K-8 or less and its students normally progress to another system, the students will be coded “E” in the new system.

3. The only time that a student may be deleted is when the student leaves kindergarten within six weeks of initial enrollment and waits until the next school year to begin school or when the child was pre-registered (pre-enrolled) for kindergarten and never showed up. Children must enroll by the age of six. **[Tennessee Code Annotated § 49-6-3001(c)(1)]**
4. If a student was coded “E1” or “TR” and was in your school on the 180th day of the last year, that student should be coded “E” in your school this year.
5. If a student was on your school’s roll last year and did not return this year, that student should be withdrawn as of the first day of school. **Do not delete the student.**
6. If a student comes to your school (school “A”) for the first time this year, from another Tennessee public school (school “B”), he or she should be coded “TR” in school “A” and “E” in school “B”.
7. If a student is coded “E” in your school and then moves away, but later in the year returns to your school, he or she should once again be coded “E”. **Note:** No matter how many times a student withdraws and re-enrolls in your school within the same year, he or she should be coded the **same (E, E1 or TR) as they were on the first day of school or the first day of their enrollment that year.**

E-103 Suspension, Expulsion, and Remand Codes
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1 Attendance Related

- a) Truancy
- b) Tardiness
- c) Leaving school premises
- d) Cutting class
- e) Absenteeism
- f) Trespassing on school grounds while suspended or expelled

2 Immoral, Disreputable Conduct

- a) Profanity or vulgarity
- b) Sexual harassment (i.e., verbal, written, or physical actions or gestures of a sexual nature)
- c) Lewd behavior, indecent exposure

3 Violence, Threatened Violence

- a) Battery (includes sexual battery)
- b) Assault against staff, teacher, or student
- c) Robbery (e.g., extortion of lunch money)
- d) Threat (physical or verbal) or Intimidation
- e) Homicide
- f) Kidnapping
- g) Gang-related or hate-related violence or Intimidation

4 Fighting Among Students

- a) Fighting
- b) Inciting other students to create a disturbance
- c) Disorderly conduct
- d) Gang-related or hate-related fights

5 Willful Damage of Property (Personal or Public)

- a) Damaging school property
- b) Bomb threat
- c) Arson
- d) Tampering with or setting off fire alarms
- e) Vandalism

- 6 Drinking Alcoholic Beverages**
a) Possession or use of alcoholic beverages
b) Distribution, sale or purchase of alcoholic beverages
- 7 Possession or Use of Drugs (ZERO TOLERANCE)**
a) Possession or use of illegal drugs
b) Purchase, sale or distribution of illegal drugs
c) Under the influence of drugs
d) Possession of drug paraphernalia
- 8 Theft, Extortion (School premises or school function)**
a) Petty theft
b) Possession of stolen property
c) Extortion
d) Breaking and entering or burglary
e) Larceny, theft
f) Motor vehicle theft
- 9 Possession or Use of Tobacco (School premises, school function, or school transportation)**
a) Possession or use of tobacco or tobacco products
b) Distribution or sale of tobacco or tobacco products
- 10 Possession or use of firearms (ZERO TOLERANCE)**
a) Possession or use of all kinds of firearms
b) Possession of operable or inoperable loaded or unloaded firearms
- 11 Possession or Use of Other Dangerous Weapons (School building, school function activities, or school transportation)**
a) Possession or use of instrument or object to inflict harm or intimidate (e.g., knives, chain, pipe, razor, electrical weapons/devices, pepper gas, etc.)
b) Possession or use of fireworks or incendiary devices
- 12 Immunization**
- 13-15 Other**
- 16 Battery against teacher or staff (ZERO TOLERANCE)**

E-104 Withdrawal Codes

- 00 Dropout, under 18
- 01 Dropout, 18 and over
- 02 Withdrawn to state institution (i.e. TPS, DHS, etc.)
- 03 Transferred to other Tennessee school system
- 04 Transferred to other school in same system
- 05 Transferred out of state
- 06 Transferred to non-public school in Tennessee
- 07 Doctor certified withdrawal
- 08 Deceased
- 09 Transferred to mental or drug rehabilitation institution.
- 10 Withdrawn to a home school (Formal intent to register must be on file) or
..... withdrawal from voluntary Pre-K program (IDEA or other)"
- 11 Court Order (Copy of court order or judge decision must be on file)
- 12 Graduation prior to spring graduation or by August 15th of the senior
summer. (regular diploma or GED diploma) **Note: Copy of GED
diploma must be on file.**

A student is either present or absent from the date he or she enters school until he or she permanently leaves school for one of the reasons listed above. All absences must be counted until the student officially withdraws from school. Students must be entered as withdrawn on the day the event actually occurs.

Note: GED Test Prep and runaways are dropouts and should be coded “00” Dropout, under 18 or “01” Dropout, 18 and over. (GED Exit Option/Plus Two are not considered dropouts.)

Note: Sufficient documentation regarding a student’s reason for withdrawal must be provided.

E-105 Homebound Codes (For Local Use)

- H1 Pregnant
- H2 Special Education
- H3 Drug or Alcohol Abuse
- H4 – H5 User Defined

